

T/V/M-8  
22 March 1965

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Task Team V - Biographics

Minutes of the Eighth Meeting - 18 March 1965

Members or Their Representatives Present

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CIA - Mr. ██████████ Chairman

DIA - Mr. ██████████

STATE - Mr. Mitchell Stanley

ARMY - Mr. Paul Anderson

NAVY - Mr. Marvin E. Van Dera

- Mr. William Ulrick

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NSA - Mr. ██████████

AIR FORCE - Lt. Col. Edmund M. Manning

I&NS - Mr. John L. Keefe

FBI - Mr. Earl W. McCoy

SS - Mr. Frank G. Stoner

CSC - Mr. Pearley G. Buck

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CSS - Mr. ██████████ Secretary

1. The minutes of the last meeting were approved. The members were provided the latest edition of the bio-index fact sheet for their possible additional comments or corrections.

2. The Chairman provided total figures of cost and manpower estimates that had been provided by most of the members. He indicated that there are approximately 1,000 people involved in the index operations of the reporting agencies with an actual salary cost of about \$5,000,000 per year. Approximately \$500,000 per year is spent on EAM and EDP equipment and \$275,000 per year for supply equipment and filing facilities. The total cost for manpower and equipment (but excluding overhead costs) is approximately \$5,750,000 per year. These figures will be made part of a report to be written by the Team.

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Excluded from automatic  
downgrading &  
declassification,

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3. The Chairman distributed copies of papers he had prepared on Time and Service Facts in Name Checking Between Agencies and a Questionnaire on Recording Biographic Data for Machine Retrieval. The Team gave some consideration to the former, making some comments, but agreed to study the paper more carefully and come prepared at the next meeting with further comments on this paper. The Chairman reviewed the questionnaire item by item explaining that its purpose was primarily directed to those already working with or planning for ADP equipment. For those agencies not yet so planning, it was meant to provide an indication of the depth to which their planning must go when they commence system design for ADP. The Chairman requested each of the members, as appropriate, to come to the next meeting with answers to the questionnaire.

4. The Team carefully reviewed and made several changes to the proposed agenda for the symposium planned for 22 and 23 April 1965. It was agreed that the following subjects would be covered:

- A. Review of computer developments and related techniques.
- B. Name structure, formatting and sequencing
- C. Search strategies
- D. System considerations as applied to biographics
- E. Conversion of biographic holdings from manual to machine data base.

A final estimate of the maximum possible number of people expected from each agency was obtained. This is expected to be about 37 people.

5. It is noted for the record that 14 of the Team members and associates were provided a briefing of the Magnetic Tape Computer Based Name Processing System at the Bureau of Public Roads, National Driver's Registration Service.

6. The Team adjourned by agreeing to meet at 0930 hours on 25 March 1965 at the CIA Headquarters Building.

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[Redacted]  
Secretary